



Department of Property & Procurement

Government of the United States Virgin Islands

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October 15, 2015

AMENDMENT # 1 RFP-027-2015(P) Qualified firm or individual(s) to develop training materials and conduct basic corrections training for the correction officers.

INSERT: **UPDATED** Scope of Work

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

SCOPE OF WORK

Basic Correctional Officer Training

1. The Contractor must be a certified instructor, having obtained certification from an accredited institution.
2. The Contractor must have extensive experience in corrections, instructional development and instructing adults.
3. The Contractor must develop evidence-based, best-practices curricula, lesson plans, pre and posttests, remedial training protocols and methods, testing administration guidelines and instructor student training materials for basic correctional officer training to include the following subjects:
 - a. Use of Force
 - b. Crisis Intervention/De-Escalation Methods and Tactics
 - c. Managing Special Needs Inmates
 - d. Managing Long-Term and Aging Inmates
 - e. Security management (facilities, grounds, access, egress, perimeter, etc.)
 - f. Booking, Admissions and Orientation
 - g. Contraband
 - h. Searches
 - i. Prisoners' Constitutional Rights
 - j. Ethics
 - k. Report Writing
 - l. Sexual Harassment/Abuse (Prison Rape Elimination Act).
 - m. Mental Health
 - n. Suicide Screening
 - o. Communicable Diseases/Infection Control
 - p. Visitation
 - q. Facility Security and Headcount
 - r. Officer Stress
 - s. Prisoner Correspondence
 - t. Food Service
 - u. Hostage Situations
 - v. Prisoner Transportation
 - w. Classification of Prisoners
 - x. Basic Defensive Tactics
 - y. Grievances
 - z. Prisoner Activities
 - aa. Emergency Procedures
 - bb. Basic Jail operations
 - cc. Staff liability
 - dd. Staff-Prisoner Relations
 - ee. Prisoner Discipline
 - ff. Investigation
 - gg. Disruptive/Uncooperative Prisoners
 - hh. Key and Tool Control

ii. Life and Fire Safety

4. The Contractor must conduct the training for approximately 120 corrections officers with the Bureau of Corrections
5. Training will include in the classroom setting and scenario-based training.
6. Train designated Bureau of Corrections staff to become trainers to facilitate retraining on the above topics.
7. Curricula, lesson plans, tests, testing guidelines and other training materials must be approved by the Director of the Bureau of Corrections.
8. Training must be BOC policy-based.
9. All training materials must be developed for application and assimilation into the agencies Correctional Training Officer program.
10. All training curricula and training materials provided must include all professional references and citations.
11. Training plans and topic scheduling must be logically sequenced according to related topics.
12. Trainee performance assessment materials and methods must ensure complete and accurate documentation of student proficiency on all topic matters. Demonstration of learning and topic proficiency must be measurable.